

FAMILY SERVICES SALES MANAGER



Position Overview

Family Services Sales Manager is responsible for providing leadership to the Family Services Sales Coordinators, implementing and executing the family recruitment campaign, and marketing the Habitat program to potential families.

Job Responsibilities

Education:

- Oversee the coordination & scheduling of outreach programming and off site orientations

Marketing:

- Develop marketing strategies to sell homes and increase the recognition of the program
- Participate in outreach activities and programs that help outside service providers understand Dallas Area Habitat for Humanity homeownership program and the qualification process
- Oversee and schedule community events and off site orientations

Program Management:

- Build, develop, and manage relationships with corporate, faith based, and government entities in order to generate referral opportunities
- Execute and manage marketing campaign for Family Services Department
- Provide guidance and expertise to organization in terms of sales and marketing strategies
- Assure process are in place for Family Services Sales Coordinators to counsel potential families about the qualification process
- Maximize the number of opportunities for Family Service Sales Coordinators to generate leads and sales

Reporting:

- Monitor and report specific sales and recruitment progress
- Ensure that program and sales reports are generated in a timely matter
- Provide bi-weekly reports to senior management on sales & family recruitment

MANAGER OF GOVERNMENT FUNDING



Job Responsibilities Continued...

Supervisory:

- Manage Individual Family Services Sales Coordinators in performing the needs of the organization and department
- Manage and train Family Services Sales Coordinators

General Activities:

- Manage and respond to correspondence from partners, Habitat families, etc. material coordination
- Adhere to Dallas Area Habitat for Humanity confidentiality requirements and standards
- Attend all required staff meetings and in-service training as required
- Perform other duties and or job responsibilities assigned and or requested by senior management

MANAGER OF GOVERNMENT FUNDING



Qualifications

Education/Experience:

- Bachelor's degree in business, sales, or related field or related experience may be substituted for degree

Experience/Skills:

- Proficiency with problem solving, reporting systems and software (Calyx Point experience)
- Sales and real estate
- Public speaking
- Strong communications with outstanding interpersonal skills
- Project management capabilities

Apply Now

Please submit a cover letter, resume and salary requirements by email ONLY:
hr@dallas-habitat.org

No phone calls please.

Applicants for employment will not be discriminated against on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, age, medical condition, physical or mental disability, pregnancy, veteran status, marital status or any other category protected by law in any employment-related decision.